

June 27, 2008

TO: Amy Achilles, Senior Field Representative
Washington Federation of State Employees (WFSE)

FROM: Teresa Parsons
Director's Review Program Supervisor

SUBJECT: Janet Hayes v. Department of Social and Health Services (DSHS)
Allocation Review Request ALLO-07-069

On June 18, 2008, I conducted a Director's review meeting at the Department of Personnel, 2828 Capitol Boulevard, Olympia, Washington, concerning the allocation of Ms. Hayes's position. Present at the Director's review meeting were you and Ms. Hayes; Bob Keller, WFSE Field Supervisor; Pam Pelton, Classification and Compensation Manager, representing DSHS; Sharon Buss, Human Resources Manager at Rainier School; and Sheila Tomaier, Chief Accounting Officer at Rainier School.

Background

On June 7, 2007, Ms. Hayes submitted a Position Review Request (PRR) to Rainier School's Human Resources Office, which the Classification and Compensation Unit at DSHS received on July 3, 2007. In her request, Ms. Hayes asked that her Supply Control Technician position (#FF68) be reallocated to the Supply Officer 1 classification. After Ms. Hayes's request but prior to DSHS's allocation determination, these classifications were replaced with new classifications as part of the Department of Personnel's class consolidation plan. Effective July 1, 2007, the Procurement & Supply Support Specialist 2 replaced the Supply Control Technician and the Procurement & Supply Specialist 2 replaced the Supply Officer 1.

By letter dated July 10, 2007, Classification & Compensation Manager Pamela Pelton denied Ms. Hayes's request, concluding that her position was properly allocated as a Procurement & Supply Support Specialist 2. Specifically, Ms. Pelton determined that the majority of Ms. Hayes's assigned duties involved the technical responsibilities of purchasing and inventory control.

On August 6, 2007, the Department of Personnel received Ms. Hayes's request for a Director's review of DSHS's allocation determination.

Summary of Ms. Hayes's Perspective

Ms. Hayes asserts the Supply Control Technician and Supply Officer 1 are the relevant classifications for the time period of this position review, and she contends her duties and responsibilities fit the Supply Officer 1 classification. Ms. Hayes argues that her role as the principle assistant to the Supply Officer 2 for matters involving seven areas of the Maintenance Warehouse at Rainier School qualify her for the Supply Officer 1. While Ms. Hayes acknowledges that she performs the full range of technical duties and participates in purchasing control and inventory, she asserts she plans and coordinates these functions daily in her areas of responsibility. Accordingly, Ms. Hayes states that she obtains quotes from vendors to ensure the best purchase price, initiates all purchasing requisitions, and makes recommendations to her supervisor, who then forwards the information to the Chief Accounting Officer.

Additionally, Ms. Hayes states that she works with maintenance supervisors, implements working procedures, evaluates the usage of supplies and equipment, analyzes reorder items to ensure adequate usage and reorder points, and determines supply needs and stock levels. Ms. Hayes asserts that she independently sets minimum and maximum levels for inventory in her areas and states she has sole responsibility for maintaining the inventory in her areas. Ms. Hayes also states that she coordinates the transfer of surplus items and does all of the related paperwork for her areas. Ms. Hayes argues the duties and responsibilities listed on the Position Review Request form are supported by her supervisor, the Director of Professional Support Services (PSS) and the Superintendent at Rainier School. Ms. Hayes believes the Supply Officer 1 is the appropriate classification for her position.

Summary of DSHS's Reasoning

DSHS asserts the majority of Ms. Hayes's assigned work involves the technical functions of purchasing and requisitioning items stocked in Rainier School's Maintenance Warehouse. DSHS further asserts that while Ms. Hayes participates in the purchasing function, her supervisor signs the requisitions and the Chief Accounting Office has final signature authority. DSHS contends the majority of Ms. Hayes's assigned duties and responsibilities are technical in nature because she performs purchasing through contracts or coordinates competitive bids for supplies and equipment on non-mandatory contracts through the central purchasing office. In addition, DSHS asserts that Ms. Hayes performs data input into the PMX Inventory System and establishes and maintains purchasing documents in vendor files.

DSHS argues that Ms. Hayes's position has been assigned the purely technical aspects of purchasing and inventory control such as replenishing stocked items from existing contracts, initiating non-stocked supplies within delegated purchasing authority (up to \$3,100) and performing inventory control duties. Therefore, DSHS contends the Procurement & Supply Support Specialist 2 classification describes the duties of Ms. Hayes's position. In addition, DSHS asserts the Procurement & Supply Support Specialist 2 is the appropriate classification because the Classification and Compensation Unit at DSHS did not receive Ms. Hayes's request for a position review until July 3, 2007. However, DSHS maintains that the Supply Control

Technician classification was the correct classification prior to the class consolidation, effective July 1, 2007.

Director's Determination

This position review was based on the work performed for at least the six-month period prior to June 7, 2007, the date Ms. Hayes submitted her request for a position review. In determining the effective date to consider the relevant classifications, I reviewed the Collective Bargaining Agreement between the State of Washington and the Washington Federation of State Employees for the period of July 1, 2005 through June 30, 2007. Provision 41.2 addresses position reviews and includes the following:

- E. The effective date of a reallocation resulting from an employee request for a position review is the date the request was filed with the local Human Resources Office.

The date stamp on the Position Review Request (PRR) indicates that the Rainier School Personnel Office received Ms. Hayes's request on June 7, 2007. Therefore, the classifications in effect on June 7, 2007, and relevant to this request, include the Supply Control Technician and Supply Officer 1.

As the Director's designee, I carefully considered all of the documentation in the file, the exhibits presented during the Director's review meeting, and the verbal comments provided by both parties. Based on my review and analysis of Ms. Hayes's assigned duties and responsibilities, I conclude her position should be reallocated to the Supply Officer 1 classification.

Rationale for Determination

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

The Position Description Form (PDF) is the document outlining the duties and responsibilities assigned to a position. The position description serves the same purpose as the former classification questionnaire. Both the former Personnel Appeals Board (PAB) and the Personnel Resources Board (PRB) have held the following:

. . . because a current and accurate description of a position's duties and responsibilities is documented in an approved classification questionnaire, the classification questionnaire becomes the basis for allocation of a position. An

allocation determination must be based on the overall duties and responsibilities as documented in the classification questionnaire. Lawrence v. Dept of Social and Health Services, PAB No. ALLO-99-0027 (2000).

The Position Review Request (PRR) provides a mechanism for an employee to explain information about a position when requesting reallocation. The PRR is reviewed in conjunction with the supervisor's responses regarding the assignment of work.

On the Position Description Form (PDF) the scope of work assigned to Ms. Hayes's position states her position is responsible for planning, coordinating, and performing procurement and inventory functions for her assigned areas of responsibility in Rainier School's Maintenance Warehouse. During the Director's review conference, Ms. Hayes indicated that her areas of responsibility included the following: Carpenter Shop; Upholstery; Locksmith; Electrical; Refrigeration; Fuel; and one half of the Auto Shop, an area of responsibility she shares with a Supply Officer 1 position.

The PDF further indicates that Ms. Hayes's position serves as the principle assistant to the Supply Officer 2 (her supervisor, Kenneth Harper) in the procurement of maintenance equipment and repair parts. In the absence of the position serving as the lead worker to staff reassigned to the warehouse on alternative assignment or light duty, Ms. Hayes's position takes on those lead responsibilities. The position regularly assigned the lead responsibilities is a Supply Officer 1 position; however, the Supply Officer 1 position does not lead Ms. Hayes's position, just the staff on alternative assignment. Instead, Ms. Hayes reports directly to her supervisor, Kenneth Harper, Supply Officer 2. During the Director's review conference, Ms. Hayes confirmed that her role as principle assistant is within her areas of responsibility and that others are also considered principle assistants for their respective areas.

In her role as principle assistant to the Supply Officer 2 for her areas of responsibility, the Position Review Request (PRR) indicates that she performs the full range of technical duties under the supervision of the Supply Officer 2. Accordingly, Ms. Hayes participates in purchasing control, maintains inventory levels, and performs contracts and correspondence work connected with tracking and expediting orders in the large-scale warehouse consisting of 4,500 line items worth \$350,000.00.

During the Director's review conference, both Ms. Hayes and Chief Accounting Officer Sheila Tomaier explained that contract administration is actually handled by the State Department of General Administration (GA) and that no one at Rainier School is responsible for awarding contracts. Ms. Hayes summarized her purchasing duties as follows: She determines what stock items need to be purchased, asks vendors to provide a quote, either orders materials consistent with a contract or obtains three quotes and selects the vendor with the best purchase price, makes a recommendation to her supervisor, and prepares a requisition, which her supervisor approves and signs. After her supervisor signs the requisition, the paperwork is forwarded to Ms. Tomaier, who has final signature authority.

Ms. Hayes has the authority to make purchases up to \$3,100.00 for supplies and equipment not on mandatory contracts. For purchases over that amount, Ms. Hayes's PDF indicates that she requests competitive written bids and coordinates with the DSHS Purchase Service Contracts (central purchasing office). During the Director's review conference, the parties clarified that the "bid" is not a legal document; rather, it serves as a quote for supplies and equipment.

In reviewing the specific duties listed on the PDF and PRR, the majority (65%) of work includes the following (Exhibits D-1 and D-2):

- Plan, coordinate, and participate in purchasing and inventory functions;
- Initiate requisitions and purchasing functions;
- Perform the technical duties of purchasing while using state contracts, Central Stores, direct buy and sole source purchasing;
- Request competitive written bids (quotes) for supplies and coordinate through DSHS Purchase Service Contracts and Office of State Procurement when necessary;
- Prepare and implement procedures (described as working procedures);
- Collect and evaluate supply and equipment usage data;
- Determine optimum stock levels;
- Perform routine stock control by checking stock to determine if items are still required;
- Perform reorder analysis to determine items to purchase and the quantities to maintain the appropriate supply levels and ensure appropriate reorder points;
- Ensure standard unit packaging;
- Establish and maintain project files (vendor files) containing purchasing documents;
- Initiate transfer-stocked items between warehouses;
- Assist customers (maintenance supervisors) in selecting repair parts;
- Process requests in the PMX Inventory System;
- Prepare clear and concise reports.

Ms. Hayes's supervisor, Mr. Harper, agreed that the duties described on the PRR were accurate. He further indicated that Ms. Hayes has the authority to independently make decisions about reorder points, research inventory discrepancies, make decisions regarding Best Buy, determine which vendors to request quotes from when items are not available on contract, work with shop supervisors, and decide day to day work priorities. He also emphasized that she has responsibility for her assigned areas (Exhibit D-1, page 7).

The definition for the Supply Control Technician classification reads as follows:

Performs the full range of technical duties under the supervision of the individual responsible for the purchasing of supplies, materials and equipment for an agency, institution, major subdivision, or major operating location of an agency. Supervises

and/or participates in purchasing control, maintaining inventory levels, contract and invoice billing, and correspondence work connected with tracing and expediting orders.

The distinguishing characteristics of the Supply Control Technician state the following:

Positions at this level support an individual responsible for the purchasing of supplies, materials, and equipment for an agency, institution, major subdivision, or major operating location of an agency, by handling the purely technical aspects of purchasing and inventory control.

Although typical work examples do not form the basis for an allocation, they lend support to the work envisioned within a classification. The typical work examples of a Supply Control Technician include the following:

- Receives field and/or office requests for purchases; contacts originators for clarification of such orders or to suggest alternate action;
- Processes or supervises the processing of proper procurement documents; checks for acceptable authority to buy and the correctness of unit prices;
- Coordinates efforts with the Division of Purchasing when required;
- Contacts vendors about short or erroneously filled shipments received or for information concerning invoicing;
- Contacts carriers to locate goods enroute or discusses the disposition of damaged goods received or any questions on billings;
- May keep inventory control records on tagged items and/or expendable items;
- Maintains current file of approved vendors, contracts, agreements and catalogues.

While Ms. Hayes does perform the full range of technical duties in support of purchasing and inventory functions and her duties fit within this classification, the scope and level of responsibility assigned to her position goes beyond the purely technical aspects of the job. For example, Ms. Hayes not only processes procurement documents, she also makes determinations about purchasing needs, performs reorder analyses, works with maintenance supervisors, and considers prior usage and shelf life to determine supply and equipment needs. Additionally, Ms. Hayes monitors and sets inventory levels by analyzing reports that she generates using the PMX system.

The definition of the Supply Officer 1 classification states the position “[p]lans, coordinates, supervises or performs procurement and inventory functions for Department; or serves as principle assistant to higher level supply officer.” Ms. Hayes’s duties and responsibilities meet the definition of the Supply Officer 1 because she serves as a principle assistant to a higher level

supply officer. In addition, her PDF indicates she has responsibility for the planning, coordinating, and performance of procurement and inventory functions for her assigned areas in the Rainier School Maintenance Warehouse (Exhibit D-2).

Examples of the typical work at the Supply Officer 1 level comparable to Ms. Hayes's assignment of work include the following:

- Prepares and implements departmental procedures relative to supply functions; collects and evaluates supply and equipment usage data; projects departmental supply needs; determines optimum stock levels, maximum authorizations, standard unit pack, and reorder points;
- Assists in coordination or is responsible for maintenance of equipment registers and master inventory records;
- Receives, examines and determines need for, and adequacy of, requisitioned items and makes appropriate recommendations dependent upon availability of funds or other considerations;
- Determines that specifications are adequate for commodities used; determines available sources of supply;
- Assists in coordination of transfers of excess supplies and equipment to, from, and between agencies of Department of Social & Health Services.

The section of the PRR identified as 65% indicates that Ms. Hayes prepares and implements departmental procedures regarding supply functions, collects and analyzes supply usage data and determines optimum stock levels. Ms. Hayes also performs routine stock control by checking stock to determine if items are still required, performs reorder analysis to maintain appropriate supply levels and to ensure reorder points. This section of the PDF further indicates that Ms. Hayes initiates transfer-stocked items, assists customers (maintenance staff) in selecting parts, processes items in the PMX Inventory System, and prepares reports.

The assigned duties and responsibilities are further clarified in a letter written by Mr. Harper (Exhibit D-4). While a supervisor's opinion about a position's allocation is not an allocating criterion, information about the assignment of work is relevant. Mr. Harper describes Ms. Hayes's assignment of work throughout the September 5, 2007 letter by writing, "[i]n her position, Janet does . . .," specifically describing her duties.

The duties, which are also consistent with the PDF and PRR include planning and coordinating her own work regarding purchasing and inventory; analyzing bids (quotes) and procurement products; working with maintenance technicians to formulate bid specifications; collecting and evaluating supply usage data; working with maintenance shop supervisors to project departmental supply needs and determining optimum stock levels, maximum authorizations, standard unit pack, and reorder points; ensuring master

inventory records are updated; examining and determining the need for requested items; arranging for demonstrations by vendors so maintenance staff can test and evaluate products and meeting with staff to discuss the results; checking state contracts and contacting new vendors; identifying surplus items and working with vendors to return items; and contacting other institutions about surplus and transferring items to other warehouses.

Based on the scope and overall level of responsibility of Ms. Hayes's assigned duties, the Supply Officer 1 classification best describes her position (# FF68). Effective July 1, 2007, the Procurement & Supply Specialist 2 classification replaced the Supply Officer 1.

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to . . . the Washington personnel resources board Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Enclosure: List of Exhibits